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## **DDA ACTION SUMMARY SHEET**

**MEETING DATE:** October 15, 2024

**TOPIC** Request for Proposals – Tar Lot

### **BACKGROUND BRIEF:**

Pursuant to our lease agreement for the Tarr Parking Lot (across from the DDA Office) we have a general obligation for maintenance. A request has been made from the owner of the lot that we perform patching and asphalt maintenance on the lot. Inspection does reveal that there are large areas of crumbling asphalt that present trip and other hazards. While this open and obvious, we do have a standard we want to present, and a liability we want to avoid.

The owner has made it clear they are interpreting our lease as this maintenance being our responsibility.

### **FINANCIAL IMPACT:**

This office desires to inquire of the market as to both the scope of what contractors would deem necessary for repair, and its cost

### **RECOMMENDED MOTION:**

Move to direct and authorize the DDA Executive Director to issue and publish DDA RFP 24-03 in the form presented, making available all resources to secure qualified proposals for the parking lot repair and other services outlined in the Request for Proposals.